

AFFIRMATIVE ACTION PROGRAM
CITY OF TAUNTON

INTRODUCTION

The City of Taunton is committed to the concept and practice of equal opportunity and affirmative actions in all aspects of employment. In development and implementing of this Affirmative Action Program, the City of Taunton has been guided by an established policy of providing equal employment opportunity.

Any goals which the City of Taunton has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this Affirmative Action Program. The use and effect of goals and timetables in this Affirmative Action Program is not intended to discriminate against any individual or group of individuals with respect to any employment opportunity for which he, she, or they are qualified on the grounds that he, she, or they are not the named beneficiaries of affirmative action themselves. Indeed, nothing herein is intended to sanction the discriminatory treatment of any person.

I. POLICY STATEMENT AND REAFFIRMATION

It is the policy of the City of Taunton to provide equal opportunity to all its employees and applicants for employment, and to assure that there will be absolutely no discrimination against any person on grounds of race, color, creed, national origin, marital status, age, sex, disabled veteran status, or the presence of any disability. This policy extends to all areas of employment and to all relations with employees, including: recruitment, selection and placement, compensation, promotions and transfers, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and all other terms and conditions of employment.

This policy and program reaffirms the City of Taunton's commitment to provide all individuals who possess the necessary qualifications, and equal employment opportunity to compete for employment and advancement with the City of Taunton. All employees and applicants for employment are made aware of the purpose and principle of equal employment opportunity, and are expected to cooperate fully to assure the success of the City of Taunton's Affirmative Action Program.

To ensure this program is given top consideration in the day-to-day operations of the City of Taunton, department heads and supervisors are made aware of their responsibility and accountability for helping to meet the elements of this program.

Each Department Head bears responsibility for the implementation of the City of Taunton's Affirmative Action Program within their own department. The Department Head is also responsible for the development of the program, including implementation and maintenance of system which monitor the effectiveness of the Equal Employment Opportunity Policy, as well as for the compliance with appropriate legislation and regulations.

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It is the City of Taunton's intent to assure true equality of employment by not only complying with the letter of the law, but also by carrying out its full spirit.

II. RESPONSIBILITIES FOR IMPLEMENTATION

Each Department Head bears the responsibility for the implementation of the City of Taunton's Affirmative Action Program within their own department. Each Department Head is responsible for coordinating, maintaining and evaluating the implementation of the Program. In support of the Equal Employment Opportunity Policy and the Affirmative Action Program, each department shall, depending on their needs, develop goals and objectives related to their work environment, which will contribute toward the overall goals and objectives established in the Program.

- a. Review current programs for broadening employment opportunities for all protected classes and to recommend new programs to assist the City of Taunton in achieving its affirmative action goals.
- b. Review all contents of the Affirmative Action Program and to recommend modifications to the Program when necessary.
- c. Provide advice regarding the impact and feasibility of proposed modifications to the Program.
- d. Review departmental objectives and goals to ensure that affirmative action objectives are included.
- e. Assist in identifying employment barriers that might exist and make recommendations regarding the elimination of such barriers.
- f. Provide information to other City departments about progress toward achieving the affirmative action goal.
- g. Assist in the identification of problem areas and to establish department goals and objectives which will further the City's commitment to equal employment opportunity.
- h. Actively participate in local minority organizations, women and disabled groups, community action organizations, and community service programs which are designed to promote equal employment opportunity.
- i. Hold regular discussions with employees and applicants for employment to ensure that all protected classes are given full opportunities for employment, promotion and transfer, training, compensation, and all other terms and conditions of employment.
- j. Review the qualifications of departmental employees and applicants for employment to assure that all protected classes are given full opportunities for employment, promotion and transfer, training, compensation, and all other terms and conditions of employment.

- k. Participate in periodic audits of all aspects of employment in order to ensure that the City of Taunton is in compliance with local, state, and federal laws and regulations pertaining to equal employment opportunity.
- l. Participate in the review and/or investigation of complaints alleging discrimination.

Each Department Head is responsible for classification, compensation, grievance resolution, monitoring discipline of all employees, recruiting, evaluating, and referring applicants for employment, promotions, or transfer; maintaining liaison with organizations providing services to minorities, women, and the disabled; investigating internal complaints of discrimination and monitoring compliance with the goals of the Affirmative Action Program; and maintaining all personnel records and data necessary for monitoring and determining compliance with the Program that pertains to employment or compensation and classification matters.

A formal review of the Affirmative Action Program is conducted annually to ensure successful implementation of the Program.

III. DISSEMINATION

The Affirmative Action Program shall be made available upon request to all employees.

A copy of Affirmative Action Program will be readily available to members of the public upon request.

All new employees shall receive verbal instructions and written information describing employee related benefits and equal employment opportunity policies. A non-discrimination policy statement shall be included in employee handbooks and manuals.

Methods to be used for information dissemination shall include:

A. Internal

- 1. The Equal Employment Opportunity Policy will be included, or referred to, in the City's personnel policies, rules and regulations manual.
- 2. Affirmative Employment and Equal Employment Opportunity information will be provided to employees through normal communication channels.
- 3. Bulletin board announcements and posters regarding the Equal Employment Opportunity Affirmative Action Program shall be posted in appropriate work locations.

B. External

- 1. Community organizations will be informed about the City's Equal Employment Opportunity Policy and Affirmative Action Program.

2. Recruitment sources, such as the media, public employment agencies educational institutions and jurisdictions that receive the City's employment announcement will be regularly reminded of the Equal Employment Opportunity Policy and the City's interest in interviewing and hiring minorities and females for all positions.
3. All position announcements will include the following statement: "Equal Employment Opportunity/Affirmative Action Employer" or abbreviated in the following form "EEO/AA". Announcements will also be in compliance with the Americans with Disabilities Act.
4. Contractors, sub-contractors, vendors, and suppliers will be notified of the Equal Employment Opportunity Policy.

All contractors and/or agreements entered into by the City of Taunton shall contain language addressing the City's Equal Employment Opportunity Policy.

If you have any questions with regards to the City of Taunton's AA plan, the Director of Human Resources at (508) 821-1060 will be available to discuss any concerns you may have and to provide information to you about the City of Taunton's Affirmative Action Program.